

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 90-402



7 April 2016

Command Policy

MANAGEMENT AND USE OF USFJ FORM 19EJ (TOLL TICKETS)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J54

Certified by: USFJ/J5D (Mr. D. Epstein)

Pages: 5

Distribution: A

PURPOSE: This instruction provides guidance on the management and use of USFJ Form 19EJ (toll tickets). IAW Para 2, Articles V and XV of the "Agreement Under Article VI Of The Treaty Of Mutual Cooperation And Security Between The United States Of America and Japan, Regarding Facilities And Areas And The Status Of United States Armed Forces In Japan" (SOFA), Joint Committee Minutes of 18 June 1952, U.S. military vehicles are permitted to use toll roads free of toll charges. The primary focus is to ensure USFJ Form 19 EJs are properly filled out, maintain accountability, and control, and are used IAW Joint Committee Memorandum 25 Oct 1963 and 14 November 1963.

1. **Scope:** This instruction applies to all U.S. Forces personnel (including active duty, reserve, DoD civilians), visitors, U.S. Official Contractors and their employees under Article XIV of the Status of Forces Agreement (SOFA), other civilians who are employed by, serving with, or accompanying U.S. Forces in Japan under Article I(b) of the SOFA, MLC and IHA. The instruction applies to both appropriated and non-appropriated fund activities of U.S. Forces and other organizations and their employees located in Japan at the invitation of USFJ and/or its component services and authorized to register U.S. government vehicles with U.S. Forces.

2. **General:** U.S. military vehicles are permitted to use toll roads free of toll charges. USFJ Form 19EJ is not used for POV travel unless mission requirements demonstrate a need and is authorized by appropriate governing directives.

2.1 Commander 5AF, Commander US Army Japan, Commander Marine Forces Japan, and Commander Naval Forces Japan will centrally manage and control distribution of toll tickets. Commanders will develop and publish local guidance to manage, account for, and control USFJ Form 19EJ. This authority may be delegated down to the installation commander level. No further delegation is authorized.

2.2 At a minimum, instructions will:

2.2.1 Outline disbursing procedures for toll tickets to routine and emergency users to include tenant units.

2.2.2 Describe the USFJ Form 19EJ Certifying Official appointment program.

2.2.3 Include processes for accountability and documented auditing of all USFJ Form 19EJs which documents the previous 18 months of ticket disbursement.

2.2.4 Incorporate additional oversight IAW Component and/or local command inspection programs.

2.2.5 Ensure all vehicle operators are knowledgeable on Command Policy regarding use of USFJ Form 19EJ prior to operating a GOV on Japanese expressways.

3. For specific information on requisition and completion of the form, see Attachment 1, Requisition and Use of USFJ Form 19EJ.

A handwritten signature in black ink, appearing to read 'Mark R. Wise', is positioned above the printed name and title.

MARK R. WISE
Brigadier General, USMC
Deputy Commander

Attachments:

1. Requisition and Use of USFJ Form 19EJ

Attachment 1
Requisition and Use of USFJ Form 19EJ

1. USFJ FORM 19EJ, CERTIFICATE FOR TRANSIT OF TOLL ROADS BY MILITARY VEHICLES. Storage Safeguard Form.

2. REQUISITION AND USE OF USFJ FORM 19EJ

2.1. As agreed by the GOJ and USFJ, USFJ Form 19EJ is used to document military vehicle use of toll roads in Japan. U.S. Forces will cooperate with GOJ requests to reduce delays at tollbooths by having USFJ Form 19EJ, Certificate for Transit of Toll Roads by Military Vehicles completed in advance and ready for presentation. The certifying official will complete and issue this form prior to vehicle dispatch. It is critical that service components and installations manage this program carefully and with close attention to detail. The GOJ routinely provides USFJ with feedback regarding the accuracy with which these forms are completed. Unfortunately, a significant amount are only partially completed or legible. Failure of service components in Japan to manage this program effectively could result in loss of this privilege. The POC for this form is USFJ/J54, DSN 225-2028/2072.

2.2. USFJ Form 19EJ is controlled by serial number, centrally requisitioned, and distributed by service component Publications Distribution Offices (PDO's). Only the Fleet Activities Yokosuka, Japan Defense Printing Service plant is authorized to print this form.

2.3. All component service PDO's, and only component PDO's, may submit funding documentation/requisitions (MIPR's, DO 843's, DO 282's) to the Defense Printing Service for procurement of the USFJ Form 19EJ, by mail or FAX. Mail to:

Defense Printing Service
PSC 4732, Box 26,
FPO AP 96349-1108
DSN 243-7890/FAX 243-7577

2.4. Commanders with responsibility for PDO's will review requests and refer questionable requests, i.e., those which are not directly responsible to their component commander, or whose function/mission is not known, to USFJ/J54 for validation prior to issuing forms.

2.5. Upon receipt of the forms, distribution to certifying officials will be in accordance with local governing directives.

2. 6. Units will maintain a register, which includes the following information:

2.6.1. Certificate Serial Number.

2.6.2. Type of Vehicle.

2. 6.3. Driver's Name.

2.6.4. Vehicle Number.

2.6.5. Date of Issue.

2.6.6. Starting Location and Destination of Vehicle.

2.6.7. Name of Certifying Official.

2.7. USFJ Form 19EJ must be filled out prior to departure in order to reduce delays at tollbooths . Use only black or blue ink. Deviations from this requirement must be requested and approved in writing by USFJ J5. If mission requirements preclude filling out USFJ Form 19EJ, block 2 prior to departure, local procedures will ensure accountability and record of issuance to the mission commander. Blocks identified in 2.7.6. and 2.7.7. may be completed with a stamp as long as the information is legible.

2.7.1. Type of Vehicle: Enter Type of Vehicle, i.e.

U.S. Army Sedan
U.S. Navy Bus (45 Passenger)
U.S. Air Force Tractor Trailer Truck
USMC Van (9 Passenger)
Army – Air Force Exchange Truck (2-Ton, 5-Ton)

2.7.2. Driver's Name: Enter Last, First, MI and Rank/Service, i.e.

Smith, John R. SSgt/USAF
Matsumoto, Yuji MLC/USN

2.7.3. Vehicle Number: Enter Bumper or License Plate Number, i.e.

OV-10
OVA-4
USN 00342
USMC 00123

2.7.4. Date: Enter Day, Month, Year of Issue to User, i.e.

4 Jul 2010

2.7.5. Starting Location: Enter Installation Vehicle Was Dispatched From, i.e.

Camp Zama, Japan
Misawa AB, Japan
Atsugi NEX, Japan

2.7.6. Printed Name and Signature of Certifier: Print the name and enter the signature of Commander or Individual with Authority to Dispatch Military Vehicles (Driver and Certifier will not be the same person; deviations must be approved in writing by the component commander or the delegated authority), i.e. J.Doe, MSgt, USAF

2.7.7. Duty Title and Duty Location: Enter Position, Unit, and duty station of the Certifier, e.g.,

Dispatcher
374 Logistics Readiness Sqdn
Yokota AB, Japan

Commander
88th MP Det.
Camp Zama, Japan